



# Vacancy Announcement

## VACANCY ANNOUNCEMENT NUMBER: 19A

The U.S. Embassy in Cairo is seeking an individual for the position of **Maintenance Supervisor (Alexandria)** in facilities Section.

**OPEN TO:** All interested candidates

**POSITION:** **Maintenance Supervisor-Alexandria-** LES-7<sup>(1)</sup>; FP-7<sup>(2)</sup>

**OPENING DATE:** April 23, 2015

**CLOSING DATE:** May 07, 2015

**WORK HOURS:** Full-time; 40 hours/week.

**SALARY:** (1) Mission Policy is to hire LES employees at step 1 of the grade. The current annual salary for an LES-7, step 1 is L.E. 81,420

(2) Actual FP grade and salary will be determined by the US Department of State.

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION

### BASIC FUNCTION OF POSITION

The incumbent serves as the direct representative for facility maintenance operations for the Consulate General in Alexandria. Supervises and manages all issues pertaining to the maintenance of all government owned and short term leased properties in Alexandria. This includes providing oversight and serving as the contracting officer's representative for Long Range Facility Planning and Security upgrades. The incumbent also performs a variety of facilities maintenance work in such areas as electrical, plumbing, and building trades with the skills to work at the full journeyman level at one trade such as electrical, heating ventilation, air conditioning, plumbing & painting work, and the others at the semi-skilled level. Performs preventive maintenance at the Offices and the Consul General's residence as required coordinating work with the Facility Maintenance management at the U.S. Embassy Cairo, to negate or form an action plan to resolve facility related problems. The incumbent submits monthly reports, using GMMS and other management tools, reports utilities usage and time/materials and petty cash inputs to maintenance and repair; completes forms including work requests and work orders for major maintenance and repair of electrical, plumbing and painting work and other major work needed to maintain the mechanical, electrical and structural systems of the Offices and the leased residence. Completes forms for requisitioning of tools, supplies and material necessary to perform the work. Supervises two Messengers (Janitors) and two Gardeners, with up to a total staff of seven maintenance, custodial and gardening positions. The incumbent receives direct day to day supervision from the Management officer in Alexandria, and technical guidance and supervision from the Senior Facilities Officer in Cairo and is, therefore, expected to perform duties and resolve daily problems with minimal supervision. The incumbent is authorized to use his judgment in working with government contractors in performing a variety of maintenance and repairs as required. The incumbent provides oversight for the blanket purchase orders, and non-personal

services maintenance contractors such as the air conditioning contractor that supports the center's air conditioning requirements.

## QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of a specialized vocational training school in construction and/or facility maintenance recognized as producing a journeyman mechanic OR equivalent experience is required.
2. Two years hands-on working experience at the journeyman level in the electrical trades and some semi-skilled experience in the plumbing and painting and/or other trades plus one year experience as a supervisor is required.
3. English Level III, Arabic Level IV (fluent) in reading and speaking, Level III (good working knowledge) in writing required.

## SELECTION PROCESS

**"Mission policy prohibits pre-selection of applicants."**

Best qualified displaced/RIFed employees will receive priority *consideration* if no US Citizens, family members or veterans apply.

When equally qualified, U.S. Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

## ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFM's who hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

## TO APPLY

**Interested applicants for this position must submit the following to be considered:**

1. Universal Application for Employment (UAE) DS-174 available on <http://egypt.usembassy.gov/hr.html>
2. Candidates must provide in the application (DS-174) names of family members working in the mission.
3. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their

application or the preference will not be applied

4. Optional: Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

Candidates sending applications electronically will receive an automatic reply confirming that the application has been received.

### **SUBMIT APPLICATION TO**

Human Resources Office

Attention: Lamiaa Hafez or Cindy El Deib

U.S. Embassy, Cairo - 8, Kamal El Din Salah Street, Garden City

Email: [cairojobs@state.gov](mailto:cairojobs@state.gov)

### **CLOSING DATE FOR THIS POSITION: May 07, 2015**

The US Mission in Cairo provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.